

Salesperson Change of Employment, OL 16A

New Information

The Salesperson Change of Employment (OL 16A) form is now available on the department's website at www.dmv.ca.gov/vehindustry/ol/forms.

Procedures

The OL 16A form is required to be completed when a vehicle salesperson is employed or terminated. The OL 16A must be submitted by mail within 10 days of employment or termination to the following address:

Department of Motor Vehicles
Occupational Licensing
PO Box 93242, MS L224
Sacramento, CA 94232-3420

Background

Previously, vehicle dealers had to contact Occupational Licensing to order a supply of the OL 16A forms. To better serve the industry and streamline the ordering process, the OL 16A form was placed on the department's website.

Distribution

Notification that this memo is available online at www.dmv.ca.gov/pubs/olin/olin.htm was made via California DMV's Automated E-mail Alert System in April 2011 to the following:

- Dealers

Contact

Refer questions regarding this memo to the Occupational Licensing Operations Unit at (916) 229-3128.



MARY GARCIA, Chief
Occupational Licensing


Attachment (1)

SALESPERSON CHANGE OF EMPLOYMENT

INSTRUCTIONS — This form must be completed when a vehicle salesperson is employed or terminated. Complete all sections on form, place check in appropriate box, and give date of employment or termination.

Mail completed form to: DEPARTMENT OF MOTOR VEHICLES
OCCUPATIONAL LICENSING
P.O. BOX 93242, MS L 224
SACRAMENTO, CA 94232-3420

SALESPERSON LICENSE NUMBER S -		SALESPERSON'S NAME (LAST, FIRST, MIDDLE)	
BIRTH DATE MO. DAY YR.		CHECK ONE: <input type="checkbox"/> TERMINATED <input type="checkbox"/> EMPLOYED	DEALER NUMBER
		DATE MO. DAY YR.	
EMPLOYING DEALER NAME			
ADDRESS			
PRINTED NAME		AREA CODE/TELEPHONE NUMBER ()	
SIGNED (AUTHORIZED SIGNATURE) X		DATE	

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CUT ON LINE AND SAVE FOR YOUR RECORDS

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